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30 June 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Mission and Functions - Policy and Plans Group

1. In order to update understanding of the responsibilities of the Policy and Plans Group, this memorandum spells out the mission and functions of the Group as they have evolved during FY 1975. It defines organization to the Group as well as responsibilities for the "branches."

2. The mission of the Policy and Plans Group essentially involves the policy development and coordination, planning and programming, and Freedom of Information Act activities of the Office. To pursue this mission, the Group has three branches: Policy Branch; Programs Branch; and Information Review Branch.

3. The Policy Branch functions include the formulation and coordination within and outside the Office of Agency security policy; the coordination of Office of Security reviews of proposed legislation; the development and promulgation of Agency industrial security policy; the provision of support both administrative, "secretarial," and coordinating, to the Director of Security in his capacity as CIA Member of the USIB Security Committee; acting as the DCI member of the National Disclosure Policy Committee (NDPC) and coordinating NDPC matters throughout the Agency.

4. The Programs Branch is responsible for providing staff guidance and support to the Director of Security, program managers, and other Office personnel associated with the implementation of Management By Objective (MBO) in the Office of Security. The branch coordinates the preparation of all level objectives of the Office, consolidates the Office program submission, and manages the annual program review and report. The Programs Branch is responsible

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for the preparation, coordination and submission of all Office level reporting requirements including the weekly significant activities report, the Office monthly activities summary, the annual report, and special ad hoc Office reporting requirements. The branch performs all records management functions of the Office. The branch is responsible for the coordination of automatic data processing plans and programs of the Office of Security including the preparation of the annual ADP call and the review of all new or changed ADP requirements. The Programs Branch is the focal point in the Office for the Incentive Awards Program to include both the responsibility for maintaining this program at an effective level and the coordination of Office of Security reviews of suggestions made in the security field.

5. The Information Review Branch is responsible for the implementation of the Freedom of Information Act as it relates to Office of Security records. In addition, in anticipation of its becoming effective in the fall of 1975, this branch is assigned responsibility for implementation of the Privacy Act of 1974 as it relates to Office of Security records. With respect to the Freedom of Information Act, the Information Review Branch searches for and reviews materials associated with requests, handles congressional requests for information, provides support related to the FOIA appeal process and any litigation related to FOIA-associated Office of Security materials.

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Chief, Policy and Plans Group

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